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INSTITUTE OF LABOR AND
INDUSTRIAL RELATIONS

LIST OF
PUBLICATIONS

FEBRUARY 1952

UNIVERSITY OF ILLINOIS

LIST OF

PUBLICATIONS

OF
THE

INSTITUTE OF LABOR &
INDUSTRIAL RELATIONS

UNIVERSITY OF ILLINOIS

Here we have attempted to list
all publications which are currently
available from the Institute.

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These publications are offered to the
publications which are directly
related to the Institute.

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Editorial Note

Through its publications, the Institute of Labor and Industrial Relations seeks to supplement and explain its work, and to extend further a general understanding of the entire subject area.

Address all requests to:

The Editor
Institute of Labor and
Industrial Relations
704 South Sixth Street
Champaign, Illinois

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The Editor
Institute of Labor and
Industrial Relations
404 South Dearborn Street
Chicago, Illinois

Future Progress

The Institute of Labor and Industrial Relations was established at the University of Illinois in 1946 to "inquire faithfully, honestly, and impartially into labor-management problems of all types, and secure the facts which will lay the foundation for future progress in the whole field of labor relations."

The Institute conducts a three-fold program:

1. resident instruction leading to the degree of Master of Arts in Labor and Industrial Relations,
2. research in basic problems affecting labor and industrial relations,
3. extension services to management, labor, and public groups.

In each of these the Institute brings together all the resources of the University as they apply to the field of labor and industrial relations.

Milton Derber
Acting Director and
Coordinator of Research

Phillips L. Garman	Ross Stagner
Coordinator of Extension	Chairman of Campus Instruction

Donald E. Hoyt
Editor

Ralph McCoy
Librarian

The Institute of Labor and Industrial Relations was established at the University of Illinois in 1916 to "improve efficiency, honesty, and loyalty in the labor-management problem of all types, and secure the peace which will lay the foundation for future progress in the whole field of labor relations."

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Written Report
 Acting Director and
 Coordinator of Research

William L. Garrison
 Coordinator of Research
 Chairman of Council
 Research

Donald E. Hoyt
 Editor
 Ralph K. Koser
 Librarian

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18	...Library-Movement Relations, annotated reading lists for high school teachers and students.

General Publications

(Free of charge.)

Graduate Study in Labor and Industrial Relations.

Resident instruction program leading to the degree of Master of Arts in Labor and Industrial Relations.
Entrance requirements, courses, scholarships, other information of interest to prospective students.

Extension Services in Labor and Industrial Relations.

Educational services available to labor, management, and public groups, and how they may be obtained.

Department of Sociology

(Term of course.)

Graduate Study in Labor and Industrial Relations.

Resident instruction program leading
to the degree of Master of Arts in
Labor and Industrial Relations.
Entrance requirements, courses,
scholarship, other information of
interest to prospective students.

Extension Service in Labor and Industrial Relations.

Extension service available to
labor, management, and public groups,
and how they may be obtained.

Bulletins

ILIR staff members present information and ideas on subjects of interest to persons active in the field of labor and industrial relations. They are non-technical pamphlets, for general and popular use.

(Single copies free in Illinois. Additional copies and out-of-state requests, 10 cents per copy.)

What Tests Can Do For Industry.
Dec. 1948

Vol. 2, No. 3

Assignment and Garnishment of
Wages in Illinois. Dec. 1948

No. 4

Federal Court Decisions on Labor,
1947-48. Dec. 1948

No. 5

Health Programs in Collective
Bargaining. (Revised April 1951)

Vol. 3, No. 1

Supervisory Training - Why, What, How.
Aug. 1949

No. 3

Pension Plans in Collective Bargaining.
Dec. 1949

No. 6

Publications

THIS staff members present information and ideas on subjects of interest to persons active in the field of labor and industrial relations. They are non-technical pamphlets, for general and popular use.

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What Tests Can Be For Industry.
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Assignment and Development of
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General Labor Relations in Labor
Law. Dec. 1940

Human Programs in Collective
Bargaining. (Revised April 1941)
Vol. 3, No. 1

University Training - Why, What, How.
Vol. 3

Person Plant in Collective Bargaining.
Dec. 1940

Supreme Court Decisions on Labor,
1948-49. March 1950

Vol. 4, No. 1

Trends and Problems in Unemployment
Insurance. July 1950

No. 2

Who's Too Old to Work?
Sept. 1950

No. 3

Recent Trends in Occupational Disease
Legislation. May 1951

Vol. 5, No. 1

Unions, Management, and Industrial
Safety. June 1951

No. 2

Job Evaluation,
Dec. 1951

No. 3

1	Vol. 1, No. 1	<u>Insurance Court Revisions on Labor</u> 1944-45, March 1950
2	No. 2	<u>Trends and Problems in Unemployment</u> Insurance, July 1950
3	No. 3	<u>Who's Too Old to Work?</u> Edu., 1950
4	Vol. 2, No. 1	<u>Recent Trends in Occupational Disease</u> Legislation, May 1951
5	No. 2	<u>Union Management and Industrial</u> Safety, June 1951
6	No. 3	<u>Job Evaluation</u> Dec. 1951

Conference Reports

As part of its extension program, the Institute conducts conferences, short courses, and institutes for various groups actively working in the field of labor-management relations.

Reports of these projects include proceedings and/or materials prepared for use by participants. A limited supply of these reports is available for general distribution.

(Mimeographed; \$1 per copy, except where noted.)

Proceedings, Conference on Labor Law.
Nov. 1947

Proceedings, Conference on Union Health
Programs. Feb. 1949

Report, Conference on Central Labor Union
Activities. Nov. 1949

Making Union Meetings Effective.

Prepared for educational projects with International Association of Machinists lodges in Illinois, and with the International Chemical Workers Union.

1950 (25 cents.)

Conference Reports

As part of its extension program, the Institute
conducts conferences, short sessions, and in-
stitutes for various groups actively working in
the field of inter-management relations.

Reports of these projects include proceedings
and/or materials prepared for use by partici-
pants. A limited supply of these reports is
available for general distribution.

(Micrographed; 21 per cent; except where
noted.)

Proceedings, Conference on Labor Law,
Nov. 1957

Proceedings, Conference on Union Rights
Program, Nov. 1957

Report, Conference on General Labor Union
Activities, Nov. 1957

Latin Union Meeting Materials,
Tropical and Subtropical Regions with
International Association of Workers joined
in Illinois, and with the International General
Workers Union,
2000 (22 cents)

Give Your Readers a Break!

(Proceedings, Fourth Annual Conference for
Labor Journal Editors.)

April 1950

Notebook, Steelworker's Institute.

July 1950

Report, Second Conference on Central
Labor Union Activities.

Dec. 1950 (50 cents.)

Notebook, Steelworker's Institute.

July 1951

Collective Bargaining for Pensions.

Feb. 1951 (\$2 per copy)

Give Your Readers a Treat!
(Proceedings, Fourth Annual Conference for
Labor Journal Editors.)
April 1950

Workbook, Steelworkers' Institute.
July 1950

Report, Second Conference on Central
Labor Union Activities.
Dec. 1950 (25 cents.)

Workbook, Steelworkers' Institute.
July 1951

Collective Bargaining for Pensioners.
Feb. 1951 (25 per copy)

Research Reports

Findings of the Institute research staff on studies of various aspects of labor and industrial relations.

Farm and Non-Farm Work by Open County Residents in Two Southern Illinois Counties. No. 2
(Mimeographed; \$1 per copy.)

Cost-of-Living Comparison for Freeport, Chicago and Milwaukee.
Feb. 1949, 5 pp. (Free of charge.) No. 3

Types and Sources of Wage Data in Illinois. Dec. 1949, 55 pp.
(Mimeographed; \$1 per copy.) No. 4

Legislation by Collective Bargaining -- The Agreed Bill in Illinois Unemployment Compensation Legislation.
Gilbert Y. Steiner. Oct. 1951, 62 pp.
(Paper bound issue \$1 per copy.
Hard cover \$1.50 per copy.)

Research Reports

Findings of the Institute research staff on studies of various aspects of labor and industrial relations

Law and Non-Law Work by Urban County Residents in Two Southern Illinois Counties
(Manuscript: 21 per copy.)

Cost-of-Living Comparison for Freeport, Chicago and Milwaukee

Feb. 1931, 2 pp. (free of charge.)

Types and Sources of Wage Data in Illinois

Illinois, Dec. 1931, 25 pp.

(Manuscript: \$1 per copy.)

Legislation on Collective Bargaining -- The Armed Bill in Illinois Unemployment Compensation Legislation

Gilbert T. Steiner, Oct. 1931, 62 pp.

(Paper bound issue \$1 per copy.)

Hard cover \$1.50 per copy.)

Lecture Series

These talks have been delivered on different occasions by members of the Institute staff or others appearing on the program of Institute-sponsored projects.

(Mimeographed; free of charge.)

<u>The Human Factor in Production</u> By Phillips Bradley. Feb. 1948	No. 2
<u>Labor's Stake in Social Security</u> By Nelson H. Cruikshank. Nov. 1949	No. 6
<u>How People Make Up Their Minds About Unions.</u> By Ross Stagner. Jan. 1950	No. 7
<u>Our Manpower Control Problems</u> By Reuben G. Soderstrom. Dec. 1951	No. 8

Lecture Series

These talks have been delivered on different occasions by members of the Institute staff or others operating on the program of Institute-sponsored projects.

(Simplified: two of course.)

No. 3 The Human Factor in Production
Dr. William Schultz, Jan. 1962

No. 4 Labor's Role in Social Security
Dr. William R. Schultz, Nov. 1962

No. 5 How People Live in Their Own Homes
William R. Schultz, Jan. 1963

No. 6 The Unemployment Problem
Dr. William R. Schultz, Dec. 1961

Reprints

Articles written by members of the Institute and appearing in professional journals are selected for additional distribution.

(10 cents per copy.)

Psychological Aspects of Industrial Conflict.
By Ross Stagner. Spring, 1950 No. 4

Labor-Management Relations in the Curriculum and the Classroom. By Phillips Bradley.
Nov. 1950 No. 5

Government and Labor-Management Relations.
By Murray Edelman. Dec. 1950 No. 6

Stereotypes of Workers and Executives Among College Men.
By Ross Stagner. Dec. 1950 No. 7

Government's Balance of Power in Labor-Management Relations.
By Murray Edelman. March 1951 No. 8

Summary and Conclusions Chapter of Problems and Policies of Dispute Settlement and Wage Stabilization During World War II.
By W. Ellison Chalmers, Milton Derber, and William H. McPherson. April 1951 No. 9

An Interdisciplinary Approach to the Study of Labor-Management Relations.
By Institute staff members. April 1951 No. 10

A Survey of Illinois Labor Relations Law.
By Nathan Hakman. Sept. 1951 No. 11

Articles written by members of the Institute and appearing in professional journals are selected for additional distribution.

(10 cents per copy.)

- No. 1. Psychological Aspects of Industrial Conflict
By Ross Stagner. Spring, 1950.
- No. 2. Labor-Management Relations in the Cynicism and the Disillusion of Public Policy
No. 1950.
- No. 3. Government and Labor-Management Relations
By Murray Friedman. Nov. 1950.
- No. 4. Stereotypes of Workers and Executives Known
Goll's Book.
By Ross Stagner. Dec. 1950.
- No. 5. Government's Balance of Power in Labor-Management Relations
By Murray Friedman. March 1951.
- No. 6. Summary and Conclusions Chapter of Problems and Policies of Human Relations and Labor Management during World War II
By W. Ellison Chambers, William Porter, and William H. Thompson. April 1951.
- No. 7. An Interdisciplinary Approach to the Study of Labor-Management Relations
By Maurice Stoll. April 1951.
- No. 8. A Survey of Illinois Labor Relations Law
By William Friedman. Sept. 1951.

Handbooks

These handbooks were prepared in series for the guidance and information of those interested in the specific subjects they cover. They are written in "popular," non-technical language, and are for general use.

Labor Law (Free of charge)

Child Labor.

By Betty Swoboda. Nov. 1950 No. 1

Wage Payment

By Betty Swoboda. Aug. 1950 No. 2

Hours and Days of Work.

By Betty Swoboda. Aug. 1950 No. 3

Labor Journalism (25 cents each.)

Second Class Mailing Privileges for
Labor Newspapers.

By Arnold Weber. May 1950

Advertising for Labor Newspapers.

By Isabelle Marvin Zimmerly. May 1950

Handbook

These handbooks are prepared in series for the guidance and information of those interested in the specific subjects they cover. They are written in "popular," non-technical language, and are for general use.

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By Betty Swoboda. Nov. 1950. No. 1

Wage Payment.
By Betty Swoboda. Apr. 1950. No. 2

Hours and Days of Work.
By Betty Swoboda. Aug. 1950. No. 3

Labor Legislation (5¢ each volume)

Second Child Labor Legislation for
1941-1942.

By Betty Swoboda. May 1950

Legislation for Labor Legislation.
By Betty Swoboda. May 1950

Library Publications

General...

University of Illinois Library Resources in
Labor and Industrial Relations.

Primarily for library use; Sept. 1949
(Free to libraries.)

American Sources of Information in the Labor
Field.

Primarily for popular use; June 1950
(Free of charge.)

The Radical and Labor Periodical Press in
Chicago: Its Origin and Development to 1890.
Feb. 1950

(\$1 per copy.)

Labor-Management Relations and High School
Pupils; A Survey of Communications Behavior.

By Ralph E. McCoy. Oct. 1950
(Free of charge.)

Library Publications

General...

University of Illinois Library Resources in
Labor and Industrial Relations
Library for Labor and Industry, 1949
(Price of charge)

American Sources of Information in the Labor
Field
Library for Labor and Industry, June 1950
(Price of charge)

The National and Labor Relations Board in
Chicago: Its History and Development, 1933-1950
Lab. 1951
(25 per copy)

Labor-Management Relations and High School
Leads to Better Understanding of Labor
Relations, 1950
(Price of charge)

Library Publications (Con't.)

Bibliographies...

(Free of charge.)

<u>Health and Welfare Plans.</u>	Jan. 1950	No. 1
<u>Current Question in Labor-Management Relations:</u>		
(1) Human Relations in Plants and Office;		
(2) Process of Collective Bargaining;		
(3) Public Policy and Labor-Management Relations.	May 1949	No. 2
<u>Pension Plans.</u>	Oct. 1949	No. 3
<u>Workers' Education.</u>	March 1950	No. 4
<u>Incorporation of Unions.</u>	April 1950	No. 5
<u>World Unemployment.</u>	May 1950	No. 6
<u>College Personnel Administration.</u>	Non-Academic Personnel.	
	April 1950	No. 7
<u>Rating of Supervisory Employees.</u>	May 1950	No. 8
<u>Employee Attitudes.</u>	June 1950	No. 9
<u>American Labor Leaders Today.</u>	Sept. 1950	No. 10
<u>Unionization of Engineers.</u>	Feb. 1951	No. 11
<u>Mobilization of Manpower.</u>	March 1951	No. 12

Library Publications (Cont'd.)

Publications...

(Free of charge.)

No. 1	<u>Health and Welfare Plans, Jan. 1950</u>
	<u>Current Conditions in Labor-Management Relations</u>
	(1) Labor Relations in Plants and Offices
	(2) Problems of Collective Bargaining
	(3) Public Policy and Labor-Management Relations
No. 2	May 1949
No. 3	<u>Health Plans, Oct. 1949</u>
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No. 5	<u>Industrialization of Mexico, April 1950</u>
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No. 8	<u>History of Supervisory Employees, May 1950</u>
No. 9	<u>Employee Attitudes, June 1950</u>
No. 10	<u>American Labor Leaders Today, Sept. 1950</u>
No. 11	<u>Industrialization of Germany, Feb. 1951</u>
No. 12	<u>Industrialization of Sweden, March 1951</u>

<u>Labor and Community Service.</u>	June 1951	No. 13
<u>Labor-Management Cooperation.</u>	June 1951	No. 14
<u>Wage Stabilization.</u>	July 1951	No. 15
<u>Wage Stabilization.</u>	(Supplement) Oct. 1951	No. 16

LIBRARY OF THE UNIVERSITY OF ILLINOIS

General Publications

These publications were compiled and edited by the
Library of the University of Illinois at Urbana-Champaign.

Chicago, Illinois, 1960

UNIVERSITY OF ILLINOIS LIBRARY PUBLICATIONS IN LAW AND
JOURNAL OF THE UNIVERSITY OF ILLINOIS LIBRARY

CHICAGO, ILLINOIS

A survey of the university collection in this field
prepared to determine needs and trends of law
libraries in some detail with the assistance of
resources available in the University Library and
also meet the library in the development of this
collection.

THE LIBRARY AND LIBRARY PUBLICATIONS IN CHICAGO: THE
LIBRARY AND LIBRARY PUBLICATIONS IN CHICAGO

LIBRARY AND LIBRARY PUBLICATIONS IN CHICAGO

A critical of publications in this area to deter-
mine trends in publishing and the relation of
these trends to organized labor and radical politics.
The study includes an analysis of the
of the world, the world, the world, the world,
the world, the world, the world, the world,

AMERICAN SOURCES OF INFORMATION IN THE LABOR FIELD, by
Ralph E. McCoy
1950. 19p.

A description of the most significant published resources in the labor field presented by type of publishing agency - government, universities and societies, unions, management, and commercial sources. Examples of important titles are cited under each category.

LABOR-MANAGEMENT RELATIONS AND HIGH SCHOOL PUPILS: A
SURVEY OF COMMUNICATIONS BEHAVIOR, by Ralph E. McCoy
1950. 11p. (Occasional Papers, No. 15,
University of Illinois
Library School)

Effects of the mass media of communications on the attitudes of high school pupils toward labor issues. The author suggests ways in which high school teachers and librarians can help pupils form enlightened opinions on this controversial subject.

Library Publications (Cont.)

Index Management Relations...

Associated list of selected readings for high school students and teachers. Published nine times yearly, monthly during the school year.

(Type of change.)

"Industrial Peace." Nov. 1948

"Labor and Management Organizations." Dec. 1948

"The T-34." Jan. 1949

"Collective Bargaining." Feb. 1949

"The Fourth World." March 1949

"Peace in Industrial Relations." April 1949

"Social Security." May 1949

"Government Activities." Sept. 1949

"The Great Strike and Lockouts." Oct. 1949

"Government and Labor Relations." Nov. 1949

"Automation." Dec. 1949

"Labor Union." Jan. 1950

"Union Structure and Organization." Feb. 1950

"Goals." March 1950

- "Discrimination in Employment." April 1950
- "Labor and the Community." May 1950
- "Labor Leaders Today." Sept. 1950
- "Current Articles." Oct. 1950
- "Farm Labor." Nov. 1950
- "Labor in the Crisis." Dec. 1950
- "Education and Labor." Jan. 1951
- "High School Youth and Military Service."
Feb. 1951
- "Employment Trends and Job Opportunities."
March 1951
- "Railway Labor." April 1951
- "Human Relations in Industry." May 1951
- "Manpower for Defense." Oct. 1951
- "The Immigrant Worker in America." Dec. 1951

UNIVERSITY OF ILLINOIS-URBANA

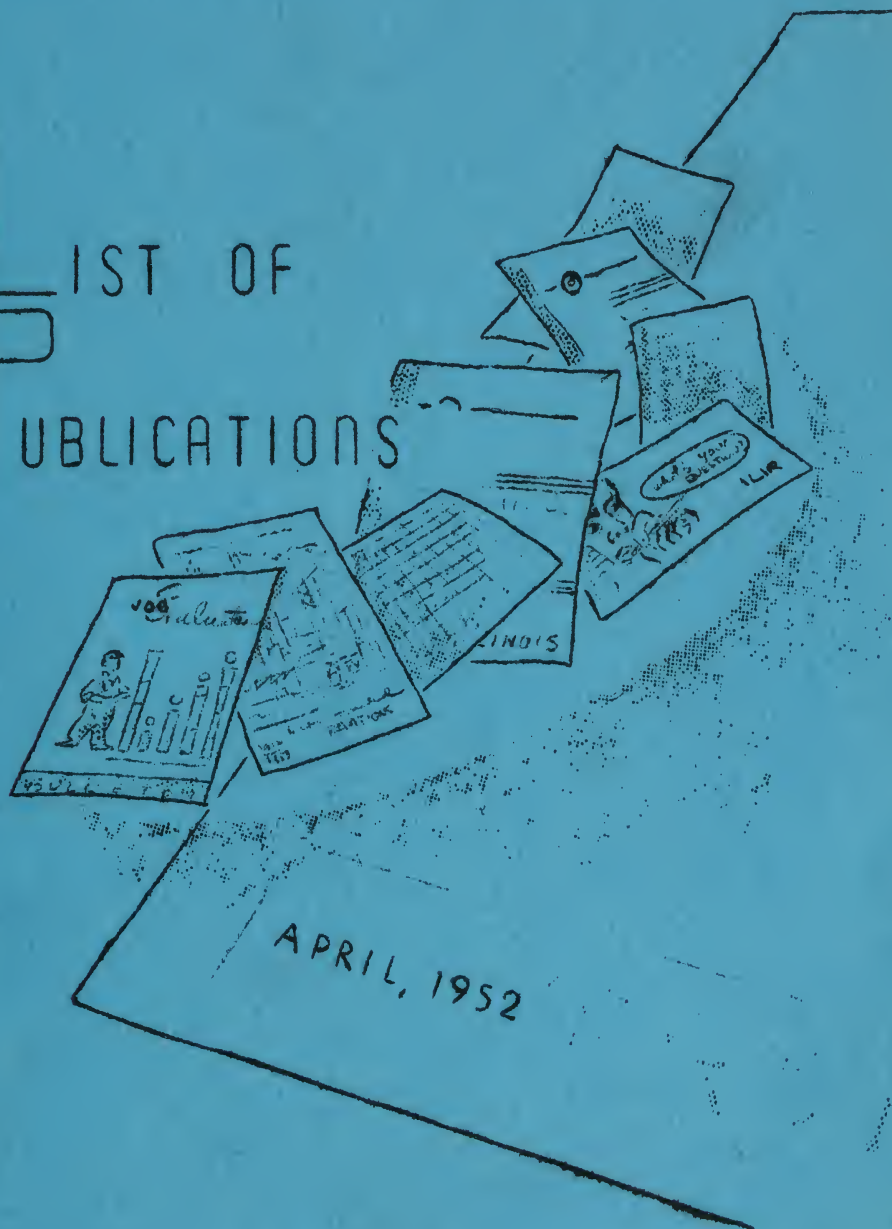


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CIVIL RIGHTS DIVISION

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enlarged list of all publications
which are currently available from
the Institute.

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List of

PUBLICATIONS

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INSTITUTE OF LABOR
& INDUSTRIAL RELATIONS

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EDITORIAL NOTE

To extend a knowledge of labor-management relations to all who are interested, the Institute of Labor and Industrial Relations supplements its work by publishing articles, booklets, bibliographies, and other pamphlets. Many of these publications are non-technical explanations of specific fields in labor and industrial relations. Others are reports of intensive studies in special areas. These publications explain the work of the Institute, and attempt to add to a general understanding of the entire field of labor-management relations.

Please address requests to:

The Editor
Institute of Labor and
Industrial Relations
704 South Sixth Street
Champaign, Illinois

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has been to establish
a new type of relationship
between the State and the
Church, and to bring about
a new type of government.

FUTURE PROGRESS

The University of Illinois Board of Trustees established the Institute in 1946 to "inquire faithfully, honestly, and impartially into labor-management problems of all types, and secure facts which will lay the foundation for future progress in the whole field of labor relations."

Accordingly, the Institute has divided its program into three main parts:

1. resident instruction leading to the degree of Master of Arts in Labor and Industrial Relations,
2. research in basic problems affecting labor and industrial relations, and
3. extension services to the public, including labor, management, and other "special" groups.

Milton Derber, Acting Director
and Coordinator of Research

Phillips L. Garman
Coordinator of Extension

Ross Stagner, Chairman
Campus Instruction

Donald E. Hoyt
Editor

Ralph McCoy
Librarian

FOURTH LECTURE

The University of Toronto has been
linked the Institute in 1912 to the
University, and especially into labor-management problems
of all types, and some of the work will be done
action for future progress in the whole field of labor
relations.

Accordingly, the Institute has divided its program
into three main parts:

1. Research in labor and industrial
relations.

2. Extension in labor and industrial
relations.

3. Extension in labor and industrial
relations.

Director, Arthur J. Altmeyer
and Coordinator of Research

Head, Extension, William
Lester Johnson

Professor of Economics
University of Toronto

Head, Extension
Labor Relations

Head, Extension
Labor Relations

T A B L E O F C O N T E N T S

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THE HISTORY OF THE

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BULLETINS

These are non-technical presentations of many subjects in the field of labor and industrial relations. They are intended for general and popular use in the classroom, in day-by-day industrial relations, and for furthering the knowledge of all those interested in this broad field.

(One copy free in Illinois. Additional copies and out-of-state requests, 10¢ per copy.)

WHAT TESTS CAN DO FOR INDUSTRY, by Thelma Fox
1948. 20p. (Vol. 2, No. 3)

The place of tests in industry - their use in employee selection, in reassignment, promotions, and training. The bulletin describes types of tests in common use and the value and limitations of each.

ASSIGNMENT AND GARNISHMENT OF WAGES IN ILLINOIS, by Murray Edelman
1948. 20p. (Vol. 2, No. 4)

A survey of laws of the 48 states relating to garnishment and assignment of wages, with special emphasis on Illinois laws. Includes a discussion of the problem of small credit and the attitude of employers toward garnishment and assignment.

FEDERAL COURT DECISIONS ON LABOR, 1947-48, by Murray Edelman
1948. 22p. (Vol. 2, No. 5)

An analysis of Supreme Court cases of the 1947-48 term which are of direct interest in labor-management relations. It also includes a brief summary of the more significant rulings of the National Labor Relations Board.

APPENDIX

There are two distinct considerations of great importance in the study of the history of the United States. The first is the study of the political and social conditions of the country at the time of its discovery. The second is the study of the political and social conditions of the country at the time of its settlement.

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HEALTH PROGRAMS IN COLLECTIVE BARGAINING, by John M. Brumm
Revised 1951. 24p. (Vol. 3, No. 1)

A discussion of major problems and issues involved in negotiating and administering a management-union health program. The bulletin also describes the main features of typical health benefit plans now in force.

SUPERVISORY TRAINING - WHY, WHAT, AND HOW, by John F. Humes
1949. 24p. (Vol. 3, No. 3)

By means of conversation between two plant managers, the author outlines the purposes of a training program for supervisors, describes how such a program can be carried out, and what results can be expected.

PENSION PLANS IN COLLECTIVE BARGAINING, by Louis S. Boffo
1950. 32p. (Vol. 3, No. 6)

The development of pension programs in industry with special attention to their extent in eight major industries. The bulletin analyzes the points of view of management and unions, the cost of pensions, and the steps to be taken in negotiating a plan.

SUPREME COURT DECISIONS ON LABOR, 1948-49, by Betty Jane Swoboda
1950. 10p. (Vol. 4, No. 1)

An analysis of Supreme Court cases of the 1948-49 term which are of direct interest in labor-management relations.

TRENDS AND PROBLEMS IN UNEMPLOYMENT INSURANCE, by Irving N. King
1950. 34p. (Vol. 4, No. 2)

The present federal-state unemployment insurance program, its coverage, benefits, eligibility requirements, and financing are discussed. The bulletin presents some of the problems which are involved and various proposals for solving them.

WHO'S TOO OLD TO WORK?, by Richard C. Wilcock

1950. 28p.

(Vol. 4, No. 3)

A discussion of the employment problems of older workers and ways in which companies, unions, and the community can meet these problems to the satisfaction of all concerned.

RECENT TREND IN OCCUPATIONAL DISEASE LEGISLATION, by Louise K. Steiner

1951. 30p.

(Vol. 5, No. 1)

A survey of occupational disease legislation in the United States, the extent of coverage, benefits provided, and adequacy of administration. Several tables provide comparative data for the various states.

UNIONS, MANAGEMENT, AND INDUSTRIAL SAFETY, by Jack Strickland

1951. 25p.

(Vol. 5, No. 2)

Ways in which unions and management can work together to reduce industrial accidents are summarized in this bulletin. The author describes a number of experiences with joint safety committees and the advantages and disadvantages of such cooperative efforts.

JOB EVALUATION, by L. C. Pigage and J. L. Tucker

1952. 43p.

(Vol. 5, No. 3)

A practical guidebook on job evaluation - the reasons for using it, the essentials in a good plan, and the basic methods that may be employed. Charts, diagrams, and sample forms illustrate the text.

REPORT NO. 10 TO BUREAU OF LABOR, BY ROBERT C. LINDSEY

(Vol. 1, No. 1)

A summary of the various problems of labor workers and their organizations, and the various problems of the nation of all countries.

1911

REPORT NO. 11 TO BUREAU OF LABOR, BY ROBERT C. LINDSEY

(Vol. 1, No. 2)

A survey of occupational disease legislation in the United States, the extent of coverage, benefits provided, and the progress of administration. Several tables provide comparative data for the various states.

REPORT NO. 12 TO BUREAU OF LABOR, BY ROBERT C. LINDSEY

(Vol. 1, No. 3)

This report discusses the various problems of labor workers and their organizations, and the various problems of the nation of all countries. It also discusses the various problems of the nation of all countries.

REPORT NO. 13 TO BUREAU OF LABOR, BY ROBERT C. LINDSEY

(Vol. 1, No. 4)

A summary of the various problems of labor workers and their organizations, and the various problems of the nation of all countries. It also discusses the various problems of the nation of all countries.

RESEARCH REPORTS

These are the reports of studies conducted by the Institute's research staff on many aspects of labor and industrial relations. Some of the research was done by special request, while other studies were conducted as part of the regular research program of the Institute.

FARM AND NON-FARM WORK BY OPEN COUNTRY RESIDENTS IN TWO SOUTHERN ILLINOIS COUNTIES, by Morris A. Horowitz
1948. 42p. mimeo. \$1 per copy. (Research Report No. 2)

The interrelationship of farm and non-farm work by open country residents were studied to determine some of the characteristics of the labor force living in the open country in the Southern Illinois area. The study also includes data on land utilization and cultivation by open country residents, many of whom do some work off the farm.

COST-OF-LIVING COMPARISON FOR FREEPORT, CHICAGO, AND MILWAUKEE

1949. 5p. mimeo. Free of charge. (Research Report No. 3)
A study of inter-city differences in living costs based upon a procedure developed by the U. S. Bureau of Labor Statistics. The study was undertaken at the request of the Chamber of Commerce and AFL and CIO unions in Freeport, Illinois.

TYPES AND SOURCES OF WAGE DATA IN ILLINOIS, by Richard C. Wilcock

1949. 56p. multilith. \$1 per copy. (Research Report No. 4)
A guide to kinds of wage data that are generally available for industries and occupations in Illinois. The study includes a discussion of factors important in using wage data, a summary of data publicly available, and a description and analysis of published data.

Research Volumes

These books are reports which represent basic long-range research by members of the Institute's research staff.

LEGISLATION BY COLLECTIVE BARGAINING - THE AGREED BILL IN ILLINOIS UNEMPLOYMENT COMPENSATION LEGISLATION, by Gilbert Y. Steiner

1951. 62p. Paper bound copy \$1; Hard cover \$1.50.

A study of the so-called "agreed bill" process whereby the representatives of management and labor work out a pattern of legislation through negotiation. The volume, which deals with one type of Illinois law, unemployment compensation, is the first detailed description of this process which has been made.

PROBLEMS AND POLICIES OF DISPUTE SETTLEMENT AND WAGE STABILIZATION DURING WORLD WAR II, by five Institute staff members, with other former members of the War Labor Board

1951. 380p. ~~Free of charge~~ 75¢ (U. S. Department of Labor Bulletin No. 1009)

An analytical study which attempts to appraise the major industrial relations policy decisions made by the Government from 1940 to 1947. It focuses on the National Defense Mediation Board, the National War Labor Board, and the National Wage Stabilization Board. Discusses the stabilization of wages, problems of organization and manpower, and dispute settlement.

CHANNELS OF EMPLOYMENT, by Murray Edelman

(To be released in the summer of 1952)

Analyzes the role of the various hiring channels in Illinois, with particular attention to the reasons for their use or non-use by employers. Draws conclusions about direct hiring, supplements to informal channels, public employment offices, and union referral services.

1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 2678, 2679, 26

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1. The following information was obtained from the records of the Department of the Interior, Bureau of Land Management, regarding the land owned by the United States in the State of California:

with a view to providing the necessary information for the preparation of the annual report of the Government on the work of the National Defense Administration for the year 1944. The National Defense Administration is the central body for the coordination of the defense efforts of the Government and the National Defense Administration. The National Defense Administration is the central body for the coordination of the defense efforts of the Government and the National Defense Administration.

LECTURES

These talks have been given on different occasions by Institute staff members or by others appearing on Institute-conducted programs. They have been reprinted by the Institute as being both worthy and instructive.

(Mimeo. Free of charge.)

THE HUMAN FACTOR IN PRODUCTION, by Phillips Bradley
1948. 20p. (Lecture Series No. 2)

A discussion of the means of increasing productivity by emphasizing the human factors, by enlisting the will to work, and by giving workers a sense of sharing in the productive process.

LABOR'S STAKE IN SOCIAL SECURITY, by Nelson H. Cruikshank
1950. 9p. (Lecture Series No. 6)

A general review of the present social security picture in the United States from the point of view of organized labor. The lecturer is director of social insurance activities of the American Federation of Labor.

HOW PEOPLE MAKE UP THEIR MINDS ABOUT UNIONS, by Ross Stagner
1950. 14p. (Lecture Series No. 7)

A psychologist describes the process by which people build up mental pictures about unions from the bits of information which they pick up from their environment. The address was given before a conference on union public relations.

OUR MANPOWER CONTROL PROBLEMS, by Rueben G. Soderstrom
1951. 11p. (Lecture Series No. 8)

The president of the Illinois State Federation of Labor expresses the points of view of the AFL on present manpower problems. He tells of government organization and policies for the present and future emergencies.

1. INTRODUCTION

The following report was given on different occasions by the Institute staff members at its different meetings in the last few months. The report has been revised by the Institute as being both timely and interesting.

(Hence, free of charge.)

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H A N D B O O K S

These booklets were prepared for the guidance and information of those needing a reference book for the specific subjects they cover. The handbooks are written in non-technical, "popular" style.

Labor Law

(Mimeo. Free of charge.)

CHILD LABOR, by Betty Jane Swoboda

1950. 15p.

(Handbook No. 1)

Child labor provisions of the Federal Fair Labor Standards Act and the Illinois Child Labor Law are presented in popular question and answer form.

WAGE PAYMENT, by Betty Jane Swoboda

1950. 19p.

(Handbook No. 2)

Seven Illinois laws dealing with the payment of wages are summarized in this handbook by means of questions and answers.

HOURS AND DAYS OF WORK, by Betty Jane Swoboda

1950. 8p.

(Handbook No. 3)

This handbook answers questions commonly asked about the provisions of three Illinois laws: the eight-hour day for women, the six-day week, and the hours of labor law.

1. THE LABOR LAW

The purpose of this law is to regulate the relations between the employer and the employee in the field of labor. It is intended to protect the interests of the employee and to ensure the proper functioning of the labor market.

2. THE LABOR LAW

The Labor Law is a fundamental part of the legal system. It defines the rights and obligations of both the employer and the employee. It covers various aspects of the employment relationship, including wages, working hours, and social security.

The Labor Law is designed to create a fair and balanced labor market. It ensures that employees are treated with dignity and respect. It also provides a framework for resolving disputes between employers and employees.

The Labor Law is a dynamic and evolving body of law. It reflects the changing needs of the labor market and the society. It is subject to continuous review and amendment to ensure its relevance and effectiveness.

SECOND CLASS MAILING PRIVILEGES FOR LABOR NEWSPAPERS,

by Arnold Weber

1951. 24p.

A guide to the regulations governing second class mailing privileges including a history of the system, how to meet the requirements, how to get a permit, preparation for mailing, and cost.

ADVERTISING FOR LABOR NEWSPAPERS, by Isabelle M. Zimmerly

1951. 25p.

A handbook summarizing basic advertising techniques with special application to the labor paper man. It gives sales approaches, copy and layout suggestions, and methods of making a market survey.

Investigation of the case of the

SECRETARY OF THE INTERIOR, DEPARTMENT OF THE INTERIOR

Washington, D. C.

1904

It is the duty of the Secretary of the Interior to see that the public lands are properly managed and that the public interest is protected. In the case of the public lands, the Secretary is the representative of the people and is responsible to them for the proper management of the lands.

INVESTIGATION OF THE CASE OF THE SECRETARY OF THE INTERIOR

Washington, D. C.

1904

The Secretary of the Interior is the representative of the people and is responsible to them for the proper management of the public lands. In the case of the public lands, the Secretary is the representative of the people and is responsible to them for the proper management of the lands.

R E P R I N T S

Reprinted by the Institute, these articles by staff members originally appeared in professional journals. Many of them represent the results of study in specialized fields of labor-management relations.

(10¢ per copy.)

PSYCHOLOGICAL ASPECTS OF INDUSTRIAL CONFLICT, by Ross Stagner
1950. 15p. (Reprint No. 4)

A discussion of motivations and ego-satisfactions as they relate to the relationship between workers and employers in industry.

LABOR-MANAGEMENT RELATIONS IN THE CURRICULUM AND THE CLASSROOM, by Phillips Bradley
1950. 8p. (Reprint No. 5)

Ways and means of bringing the study of labor-management relations into the classroom are presented here with specific suggestions for building a labor unit and for enriching the teaching by use of special publications and classroom activities.

GOVERNMENT AND LABOR-MANAGEMENT RELATIONS, by Murray Edelman
1950. 10p. (Reprint No. 6)

A discussion of several types of relationships between government and labor-management relations in modern society and the theories which underlie these concepts. The author suggests areas suitable for further study and analysis.

REVIEWS

Reviewed by the Editors, these articles by staff members originally appeared in professional journals. Many of them represent the results of study in specialized fields of labor-management relationships.

INDUSTRIAL ASPECTS OF INDUSTRIAL CONFLICT, by Rose Stagner (Report No. 1)
This discussion of motivation and co-ordination as they relate to the relationship between workers and employers in industry.

LABOR-MANAGEMENT RELATIONS IN THE CONSTRUCTION AND THE CLASSROOM, by William Bradley (Report No. 2)
This and means of bringing the study of labor-management relations into the classroom are presented here with specific suggestions for building a labor union and for analyzing the teaching by use of special illustrations and classroom activities.

GOVERNMENT AND LABOR-MANAGEMENT RELATIONS, by Harry Latham (Report No. 3)
A discussion of several types of relationships between government and labor-management relations in modern society and the theories which underlie these concepts. The author suggests ways and means for further study and analysis.

STEREOTYPES OF WORKERS AND EXECUTIVES AMONG COLLEGE MEN,
by Ross Stagner
1950. 6p.

(Reprint No. 7)

A report on a classroom laboratory project in which 50 pro-labor and 50 anti-labor men were interviewed for their opinions on the personal characteristics of workers and executives. Data are tabulated and conclusions drawn.

GOVERNMENT'S BALANCE OF POWER IN LABOR-MANAGEMENT RELATIONS,
by Murray Edelman
1951. 5p.

(Reprint No. 8)

This paper seeks to demonstrate that reliance upon the concept of balance of power and public pressure is a reflection of more fundamental inadequacies in labor-management relations.

SUMMARY AND CONCLUSIONS CHAPTER - PROBLEMS AND POLICIES OF DISPUTE SETTLEMENT AND WAGE STABILIZATION DURING WORLD WAR II, by W. Ellison Chalmers, Milton Derber, and William H. McPherson

1951. 28p.

(Reprint No. 9)

This chapter summarizes the 380-page study of the major industrial relations policy decisions of the Government from 1940 to 1947. It discusses the conclusions reached by the former War Labor Board members. (See Research Volumes, p. 5.)

AN INTER-DISCIPLINARY APPROACH TO THE STUDY OF LABOR-MANAGEMENT RELATIONS, by Institute staff members

1951. 47p.

(Reprint No. 10)

An analysis of difficulties and contributions in inter-disciplinary cooperation is presented by focusing attention upon a specific research project at the Institute of Labor and Industrial Relations - a study of labor-management relations in one Illinois community.

STATEMENT OF WITNESS AND EXHIBITS
IN CASE NO. 100-100000

1. The following is a statement of the witness, who is a member of the
Labor Union, and who has been employed by the same since 1935. The
witness has been employed by the same since 1935. The witness has
been employed by the same since 1935. The witness has been employed
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by the same since 1935. The witness has been employed by the same
since 1935. The witness has been employed by the same since 1935.

STATEMENT OF WITNESS IN CASE NO. 100-100000

A SURVEY OF ILLINOIS LABOR RELATIONS LAW, by Nathan Hakman
1951. 22p. (Reprint No. 11)

The author describes the patterns of law which are included within the area of state legal control over labor matters. He also summarizes the judicial adjustment of legal concepts to institutional development of labor organizations.

CODETERMINATION: GERMANY'S MOVE TOWARD A NEW ECONOMY, by
William H. McPherson
1951. 14p. (Reprint No. 12)

A discussion of the present experiment in West Germany in which labor, with legislative approval, is given almost coequal representation with management on the board of directors of business enterprises. The author also analyzes the probable consequences of codetermination with respect to nine issues.

UNION-MANAGEMENT RELATIONS AND TECHNICAL CHANGE: A CASE
STUDY, by Solomon B. Levine
1951. 18p. (Reprint No. 13)

A study of technological change in an eastern textile mill reveals the human problems and the institutional relationships that grew out of the situation. The author stresses the relationship between the institutional selling and the problem of facilitating the introduction of technological change. He evaluates the factors involved in the case and their general implications.

PSYCHOLOGIC FACTORS IN EMPLOYEE TRAINING, by Homer L.
Gammill
1951. 4p. (Reprint No. 14)

A review of the problem of training to include what people want to know, how and when the job will be done, and principles of learning which must be considered. Talk presented before the Illinois Dietetic Association.

1. SURVEY OF EXISTING LEGISLATION: BY HENRY H. HARRIS
(Revised No. 11)

The report identifies the patterns of law which are
incorporated into the state legal system over
time, and identifies the factors which
lead to legal change in institutional development of
legal systems.

CONSTITUTIONAL: THIS REPORT IS NOW IN A NEW EDITION, BY
HARRIS H. HARRIS
(Revised No. 12)

A discussion of the present situation in West Germany
in which legal, legislative, and judicial
systems are presented with reference to the
state of development of business enterprise. The
author also analyzes the trends in development of
constitutional law in West Germany.

LEGAL-CONSTITUTIONAL: THE LEGAL SYSTEM: A CASE
STUDY BY HENRY H. HARRIS
(Revised No. 13)

A study of constitutional change in an early state
will reveal the human process and the institutional
relationships that grow out of the situation. The
author discusses the relationship between the legal
system and the process of legal change. The
institution of constitutional change is discussed
in the context of the state and the legal system.

PSYCHOLOGICAL FACTORS IN LEGAL TRAINING: BY HENRY H.
HARRIS
(Revised No. 14)

A review of the problem of training in law is
presented to show how and when the law will be
and principles of training which will be considered.
This overview shows the legal training system.

CONFERENCE REPORTS AND NOTEBOOKS

As part of its extension program, the Institute conducts conferences, short courses, and institutes for various groups actively working in the field of labor-management relations.

Reports of these projects include proceedings and/or materials prepared for use of the participants.

A limited supply of these reports is available for general distribution.

(Mimeo. \$1 per copy, except where noted.)

PROCEEDINGS, CONFERENCE ON LABOR LAW 1947. 72p.

Papers presented before a conference of lawyers who were connected with labor and management organizations. The papers deal with problems arising from the process of collective bargaining and the administration of collective agreements. The conference was sponsored jointly by the Institute and the College of Law.

PROCEEDINGS, CONFERENCE ON UNION HEALTH PROGRAMS 1949. Various paging.

A collection of papers and materials prepared for a conference of union education directors. Deals chiefly with voluntary prepayment medical plans in collective bargaining.

REPORT, CONFERENCE ON CENTRAL LABOR UNION ACTIVITIES 1949. 38p.

The combined thinking and experiences of members of this conference are summarized in a series of committee reports, covering the following topics: labor education, working with schools, community activities, public relations, and legislation.

As part of the evaluation process, the Institute conducted
interviews, focus groups, and facilitated for various groups
colleagues working in the field of labor-management relations.

Results of these projects include: process analysis
and identification of areas for improvement.

A limited number of these reports is available for general
distribution.

(Enclosed is one copy, except where noted.)

PROCESSES, PROCEDURES, AND PRACTICES

1999-2000

Issues presented during a comparison of processes and
practices with labor and management organizations. The
processes dealt with problems arising from the process of
collective bargaining and the administration of labor
relations. The committee was concerned primarily
by the Institute and the Institute of Labor.

PROCESSES, PROCEDURES, AND PRACTICES

1999-2000

A collection of papers and materials prepared for a
review of labor relations. The review was conducted
initially with a focus on management and labor relations
collective bargaining.

PROCESSES, PROCEDURES, AND PRACTICES

1999-2000

The Institute's findings and recommendations are presented in
this report. The report was prepared in a series of committee
reports covering the following topics: labor relations,
collective bargaining, management, and labor relations.

GIVE YOUR READERS A BREAK! Proceedings of the Fourth Annual Conference for Labor Journal Editors.

1950. 45p.

Major addresses of the conference and summaries of work group sessions are presented in this report. What Belongs in a Labor Paper, Writing for Better Readability, The Labor Press in a Democratic Society, and Makeup and Typography are among the topics.

NOTEBOOK, FOURTH ANNUAL STEELWORKERS INSTITUTE

1950. Notebook for First Year Members, 40p.; Notebook for Second Year Members, 28p.

Schedules, outlines, bibliographies, and facts for discussion, as presented to union members attending the conference, are presented in notebook form. Collective bargaining, job evaluation, labor and the community, and social insurance are covered in the notebook for first year members. Motion and time study, and social insurance are covered in the notebook for second year members.

REPORT, SECOND CONFERENCE ON CENTRAL LABOR UNION ACTIVITIES

1950. 23p. 50¢ per copy.

Summary of discussions in a conference sponsored by the Illinois State Federation of Labor. Attached to the report is a questionnaire used during the conference to determine what central labor bodies in Illinois were doing in a number of fields.

NOTEBOOK, FIFTH ANNUAL STEELWORKERS INSTITUTE

1951. Various paging.

A collection of outlines, class notes, and documents distributed to students in notebook form. The conference covered motion and time study, civil defense, and wage and price control.

COLLECTIVE BARGAINING FOR PENSIONS. Proceedings of a Conference on War Time and Long Range Issues in Collective Bargaining for Pensions.

1951. 52p. multilith. \$2.00 per copy.

Approximately 25 specialists in industrial pensions discuss informally the problems and prospects of current trends in collective bargaining on pensions. This document, compiled from long-hand notes taken during the sessions, presents the ideas, suggestions, and points of view emerging from the discussion without any attempt to provide a synthesis. Of interest to the specialist.

COMMUNICATIONS AND EMPLOYEE PUBLICATIONS

1952. Various paging. 50¢ per copy.

The report of a conference for employee publications editors and policy-makers. It tells of the discussions and conclusions of participants on the aims of a company's over-all communications program, the aims of employee publications, and implementing the aims of employee publications in the light of the principles of communications.

M A N U A L S

These manuals were prepared by members of the Institute staff for use in extension classes, conferences, and institutes.

(Mimeo. 25¢ per copy.)

THE ART OF CONDUCTING A MEETING, by Richard Murphy
1950. 26p.

This manual presents the techniques of parliamentary procedures with appropriate illustrations. It gives practical advice to union members on presiding at union meetings, conducting conferences, delivering reports, and speaking in public.

HANDLING GRIEVANCES, by John M. Brumm and Herman Erickson
1951. 30p.

Designed for use in the training of union stewards, officers, and other representatives in grievance problems, this manual consists of an outline of suggested topics and ideas for discussion. The material is presented in five sections: The Union and the Collective Bargaining Agreement; The Grievance Procedure in the Agreement; The Job of a Steward or Grievance Committeeman; Handling Grievances; and Making Grievance Procedures Work.

[illegible]

(Group and Date) _____

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED

This manual provides the background of the
experiments with the computer. It gives
a brief history of the computer and
describes the various components of the
system. It also describes the various
types of data that can be processed
by the computer and the various
types of programs that can be written
for the computer. It also describes
the various types of hardware that
are used in the computer system.

and the following paragraph: "The job of the Government is to provide the best possible service to the people of the United States."

LIBRARY PUBLICATIONS

General Publications

These publications were compiled and written by the Institute Librarian and members of his staff.

(Mimeo. Free of charge, except where noted.)

UNIVERSITY OF ILLINOIS LIBRARY RESOURCES IN LABOR AND INDUSTRIAL RELATIONS, by Ralph E. McCoy and Elizabeth O. Hogg
1949. 141p.

A survey of the University collection in this field, prepared to acquaint faculty and students of the Institute in some detail with the specialized resources available in the University Library and to assist the Library in the development of this collection.

THE RADICAL AND LABOR PERIODICAL PRESS IN CHICAGO: ITS ORIGIN AND DEVELOPMENT TO 1890, by Edward L. Sheppard
1949. 51p. (\$1 per copy.)

A critique of publications in this area to determine trends in publishing and the relation of these trends to organized labor and radical politics. The study includes an analysis of newspapers of the social-democratic party, the anarchist group, the Knights of Labor, and the new trade unionism.

General Information

These collections were compiled and written by the
University of Michigan and are of the best.

General Information. These collections were written by the

UNIVERSITY OF MICHIGAN LIBRARY SERVICES IN LANSING, MI
UNIVERSITY OF MICHIGAN, 48106-1500, by James E. Moore and Elizabeth A.

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UNIVERSITY OF MICHIGAN, 48106-1500, by James E. Moore and Elizabeth A.

AMERICAN SOURCES OF INFORMATION IN THE LABOR FIELD, by
Ralph E. McCoy
1950. 19p.

A description of the most significant published resources in the labor field presented by type of publishing agency - government, universities and societies, unions, management, and commercial sources. Examples of important titles are cited under each category.

LABOR-MANAGEMENT RELATIONS AND HIGH SCHOOL PUPILS: A
SURVEY OF COMMUNICATIONS BEHAVIOR, by Ralph E. McCoy
1950. 11p. (Occasional Papers, No. 15,
University of Illinois
Library School)

Effects of the mass media of communications on the attitudes of high school pupils toward labor issues. The author suggests ways in which high school teachers and librarians can help pupils form enlightened opinions on this controversial subject.

RESEARCH JOURNAL OF INFORMATION IN THE LIBRARY FIELD

Vol. 1, No. 1

1970, 1971

A description of the work of the author in the field of research in the library field presented by type of institution (university, government, business, and industry) and by type of research (basic, applied, and developmental). The author also presents a description of the work of the author in the field of research in the library field presented by type of institution (university, government, business, and industry) and by type of research (basic, applied, and developmental).

LIBRARY MANAGEMENT, RESEARCH, AND HIGH SCHOOL LIBRARIES: A Study of the Library of the University of Illinois (University of Illinois Library School)

Analysis of the work of the author in the field of research in the library field presented by type of institution (university, government, business, and industry) and by type of research (basic, applied, and developmental). The author also presents a description of the work of the author in the field of research in the library field presented by type of institution (university, government, business, and industry) and by type of research (basic, applied, and developmental).

Bibliographies

Selected lists of references, prepared for use in connection with classes, or in answer to individual requests, are issued in this series for general distribution.

(Mimeo. Free of charge.)

Health and Welfare Plans. No. 1. (January 1950)

Current Question in Labor-Management Relations:

- (1) Human Relations in Plants and Offices;
 - (2) Process of Collective Bargaining;
 - (3) Public Policy and Labor-Management Relations.
- No. 2. (May 1949)

Pension Plans. No. 3. (October 1949)

Workers' Education. No. 4. (March 1950)

Incorporation of Unions. No. 5. (April 1950)

World Unemployment. No. 6. (May 1950)

College Personnel Administration. Non-Academic Personnel. No. 7. (April 1950)

Rating of Supervisory Employees. No. 8. (May 1950)

Employee Attitudes. No. 9. (June 1950)

American Labor Leaders Today. No. 10. (September 1950)

Unionization of Engineers. No. 11. (February 1951)

Mobilization of Manpower. No. 12. (March 1951)

Selected list of references prepared for use in connection with study of the subject of foreign economic relations in this office for general distribution.

Office of the Secretary

United States and Foreign Relations, No. 1. (January 1950)

- Current Questions in Labor-Management Relations:
 - (1) Labor Relations in Latin America and Caribbean
 - (2) Progress of Collective Bargaining
 - (3) Labor Policy and Labor-Management Relations
- No. 2. (May 1950)

United States, No. 3. (October 1950)

Foreign Relations, No. 4. (March 1950)

Integration of Nations, No. 5. (April 1950)

World Development, No. 6. (May 1950)

United Nations Development, No. 7. (June 1950)

United States, No. 8. (July 1950)

United States, No. 9. (August 1950)

United States, No. 10. (September 1950)

United States, No. 11. (October 1950)

United States, No. 12. (November 1950)

Labor and Community Service. No. 13. (June 1951)

Labor-Management Cooperation. No. 14. (June 1951)

Wage Stabilization. No. 15. (July 1951)

Wage Stabilization. (Supplement) No. 16. (October 1951)

Letter and Community Service, No. 13, (June 1931)

Report-Management Cooperation, No. 14, (June 1931)

Wage Stabilization, No. 15, (July 1931)

Wage Stabilization, (Continued), No. 16, (October 1931)

Labor-Management Relations

LABOR-MANAGEMENT RELATIONS; A LIST OF SELECTED READINGS FOR HIGH SCHOOL STUDENTS AND TEACHERS

1948-date. Issued four times during the school year.

An annotated bibliography prepared by a committee representing the Institute and the College of Education. Each issue deals with a specific topic, frequently one of current interest. Selection is made on the basis of authenticity of the information, readability, and availability to students.

(Mimeo. Free of charge.)

Industrial Peace (November 1948)

Labor and Management Organizations (December 1948)

The Taft-Hartley Act (January 1949)

Collective Bargaining (February 1949)

Wages - The Fourth Round (March 1949)

Jobs in Industrial Relations (April 1949)

Social Security (May 1949)

Current Articles (September 1949)

The Steel Strike and Pensions (October 1949)

Government and Labor Relations (November 1949)

Pensions (December 1949)

Labor Abroad (January 1950)

Union Structure and Organization (February 1950)
Coal (March 1950)
Discrimination in Employment (April 1950)
Labor and the Community (May 1950)
Labor Leaders Today (September 1950)
Farm Labor (November 1950)
Labor in the Crisis (December 1950)
Labor and Education (January 1951)
High School Youth and Military Service (February 1951)
Employment Trends and Job Opportunities (March 1951)
Railway Labor (April 1951)
Human Relations in Industry (May 1951)
Manpower for Defense (October 1951)
The Immigrant Worker in America (December 1951)
Collective Bargaining (February 1952)

Union Structure and Organization (February 1950)
 Coal (March 1950)
 Industrialization in Employment (April 1950)
 Labor and the Community (May 1950)
 Labor Leaders Today (September 1950)
 Farm Labor (November 1950)
 Labor in the South (December 1950)
 Labor and Education (January 1951)
 High School Youth and Military Service (February 1951)
 Employment Trends and Job Opportunities (March 1951)
 Railway Labor (April 1951)
 Human Relations in Industry (May 1951)
 Response for Defense (October 1951)
 The Immigrant Worker in America (December 1951)
 Collective Bargaining (February 1952)

GENERAL PUBLICATIONS

Descriptions of Institute programs and services.

(Free of charge.)

GRADUATE STUDY IN LABOR AND INDUSTRIAL RELATIONS 1952. 26p.

Resident instruction program leading to the degree of Master of Arts in Labor and Industrial Relations. Entrance requirements, courses, scholarships, other information of interest to prospective students.

EXTENSION SERVICES IN LABOR AND INDUSTRIAL RELATIONS 1948. 16p.

Educational services available to labor, management, and public groups, and how they may be obtained.

GENERAL PUBLICATIONS

Descriptions of institute programs and services.

(Three or four.)

CRIMINAL STUDY IN LABOR AND INDUSTRIAL RELATIONS

1927. 20p.

Resident instruction program leading to the degree of Master of Arts in Labor and Industrial Relations. Entrance requirements, courses, scholarships, other information of interest to prospective students.

EXTENSION COURSES IN LABOR AND INDUSTRIAL RELATIONS

1948. 16p.

Extension courses available to labor, management, and public groups, and how they may be obtained.

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